

## CA-PMM

**Project Name:** Vehicle Financial Responsibility - DMV Implementation

**OCIO Project #:** 2740-187

**Department:** Motor Vehicles

**Revision Date:** 5/5/09

## Status Report

### Progress Report -- Team Member to Project Manager

#### Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

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### Status of Assigned Issues

Issue Number	Description	Due Date	Status

### Status Report – Project Manager to Sponsor

#### Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Delay in procurement of the web services contractor.	None	None
2. Were any key milestones or deliverables rescheduled?	Yes	Contract Award	None	None
3. Was work done that was not planned?	No	N/A	N/A	N/A
4. Were there any changes to scope?	No	N/A	N/A	N/A
5. Were tasks added that were not originally estimated?	No	N/A	N/A	N/A
6. Were any tasks or milestones removed?	No	N/A	N/A	N/A
7. Were any scheduled tasks not started?	Yes	Furlough Program and resources reassigned to meet Governor's Budget fee increases.	27 calendar day delay to scheduled implementation	Continue to monitor schedule to insure no additional slippage occurs
8. Are there any new major issues?	No	N/A	N/A	N/A
9. Are there any staffing problems?	No	N/A	N/A	N/A

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### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	The design phase was delayed due to the furlough program and the mandatory fee increases, resulting in a 27 calendar day delay in the project implementation.	Continue to monitor project to insure no additional delays occur.
2. Do any key milestones or deliverables need to be rescheduled?	No	N/A	N/A
3. Is there any unplanned work that needs to be done?	No	N/A	N/A
4. Are there any expected or recommended changes to scope?	No	N/A	N/A
5. Are there any tasks not originally estimated that will need to be added?	No	N/A	N/A
6. Are there any tasks or milestones that should be removed from the plan?	No	N/A	N/A
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	The design phase was delayed due to the furlough program and the mandatory fee increases, resulting in a 27 calendar day delay in the project implementation.	Continue to monitor project to insure no additional delays occur.
8. Are any major new issues foreseeable?	No	N/A	N/A
9. Are any staffing problems anticipated?	No	N/A	N/A

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### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Contract Award for Insurance Verification Software (Web Services), Updated floor plan including cabling and electrical needs, Ordered equipment for new Headquarters VFR Unit. Additional Project Management Office representative added to project to enable current representative to focus on managing the schedule.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Insurance Verification Software Contract Award	4/22/09	4/22/09	100% Complete	Delay in procurement process - no impact to project implementation	4/20/09
Web Application Design	1/22/09	4/30/09	In final review	Delay due to furlough program and mandatory fee changes - overall project delay is estimated at 27 calendar days	N/A
Back-End Program Design	5/20/09	5/20/09	52% complete	Delay due to furlough program and mandatory fee changes - overall project delay is estimated at 27 calendar days	N/A

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		x		Continue to monitor schedule to insure no further slippage occurs.
Milestones		x		Directly related to schedule impacts from Furlough and mandated fee changes. Continue to monitor to insure no further slippage.
Deliverables	x			Continue to monitor schedule to insure no further slippage occurs.
Resources	x			N/A
OneTime Cost	x			N/A
Continuing Cost	x			N/A

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### Status Reports – Sponsor to Steering Committee

#### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Insurance Verification Software Contract Award	4/22/09	4/22/09	100% Complete	Delay in procurement process - no impact to project implementation	4/20/09
Web Application Design	1/22/09	4/30/09	In final review	Delay due to furlough program and mandatory fee changes - overall project delay is estimated at 27 calendar days	N/A
Back-End Program Design	5/20/09	5/20/09	52% complete	Delay due to furlough program and mandatory fee changes - overall project delay is estimated at 27 calendar days	N/A

#### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

\* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		x		Continue to monitor schedule to insure no further slippage occurs.
Milestones		x		Directly related to schedule impacts from Furlough and mandated fee changes. Continue to monitor to insure no further slippage.
Deliverables	x			Continue to monitor schedule to insure no further slippage occurs.
Resources	x			N/A
One Time Cost	x			N/A
Continuing Cost	x			N/A

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## Monitoring Vital Signs Scorecard

 Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	1
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	1
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate engagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	1
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	1
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	0
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
Total			4

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

### Vendor Viability Rating Rationale

The vendors hired are familiar with DMV processes and technology constraints and are all delivering as planned.